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County Commissioners of Charles County

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CHARLES COUNTY GOVERNMENT OFFICE OF THE COUNTY COMMISSIONERS

SUBMISSION OF LEGISLATIVE PROPOSALS

1. INTRODUCTION/PURPOSE

This procedure is intended to provide citizens with guidelines on how to submit legislative proposals for additions, deletions or amendments to the Code of Charles County, Maryland. Charles County Zoning Ordinance, Annotated Code of Maryland, or for inclusion in the Commissioners' annual General Assembly Legislative Package.

2. TYPES OF LEGISLATIVE PROPOSALS

This procedure provides guidelines for the submission of the following types of legislative proposals:

- A) Code of Charles County (Public Local Laws) – these proposals seek to enact, amend, or repeal public local laws contained within the Code of Charles County. Proposals may be submitted throughout the calendar year (Section 3 of this procedure).
- B) Annotated Code of Maryland (State Laws) – proposals or suggestions which seek to amend the existing State law, and requires enactment by the General Assembly in Annapolis, can be submitted and reviewed at the Commissioners' annual General Assembly Legislative package process. Proposals must be submitted in the Fall of each year (contact the Office of the County Attorney for specific submission deadlines). (Section 4 of this procedure).
- C) Charles County Zoning Ordinance – proposals that seek an amendment to Chapter 297 of the Code of Charles County or Article 66B of the Annotated Code of Maryland. Application may be made for a proposed zoning amendment throughout the calendar year. (Section 5 of this procedure).



3. CODE OF CHARLES COUNTY (PUBLIC LOCAL LAWS)

A) SUBMISSION

- 1) Citizens may submit proposals, via mail or hand delivery to the attention of the Clerk to the County Commissioners (P.O. Box 2150, 200 Baltimore Street, La Plata, Maryland 20646).
- 2) All submissions should be in written format and include a clear and concise statement of intent stating what the proposal is designed to accomplish, a statement of rationale, not to exceed 200 words in length, and list the name, mailing address, telephone number and e-mail address of the submitter.
- 3) The proposal should identify the specific legislative provision(s) to be amended or deleted based on the *Code of Charles County, Maryland*.

B) SPONSORSHIP

- 1) Public Local Law proposals received by the County Commissioners must be sponsored by a County Commissioner before they proceed through the Code Home Rule legislative process.
- 2) To assist in making a decision to sponsor or not sponsor a proposal, a Commissioner may request County staff to perform a preliminary evaluation on the proposal to provide pertinent information related to the impact of the proposal.
- 3) If a Commissioner elects to sponsor a legislative proposal, the proposal continues to Section C of this procedure below.
- 4) If no sponsorship is established, the submitter will be notified in writing by the Commissioners that their proposal will not be processed at this time.
- 5) If it is determined that the proposal is applicable to State legislation rather than local legislation, the submitter will be notified in writing that the proposal will be included in the County Commissioners' annual Citizens' Legislative Public Hearing conducted each November. The submitter will be invited to present the proposal at this hearing. The Commissioners will consider recommending the proposal to the Maryland General Assembly at this time.

C) LEGISLATIVE PROCESS FOR SPONSORED PROPOSALS

- 1) Once a legislative proposal becomes sponsored by a County Commissioner, the proposal will be submitted to the County Administrator for assignment to the appropriate County department, or the County Attorney for formatting of the proposal in accordance with Resolution 2003-27- Guidelines and Procedures for Drafting Code Home Rule.

- 2) The formatted proposal will then be forwarded to the Office of the County Attorney for legal review prior to being scheduled on the Commissioners' agenda. Following legal review, a Commissioner work session will be scheduled to discuss the legislation as a business item. The Commissioner work session provides the Commissioners with the opportunity to review the proposal as a board, ask questions about the proposal, request further information related to the proposal, and provide direction related to the proposal as they deem appropriate.
- 3) Following this review and discussion, the Commissioners may or may not choose to introduce the bill on one of their legislative session days. If the Commissioners choose not to introduce the bill, the legislative process is concluded and the proposal submitter is notified in writing of this conclusion.
- 4) Upon introduction of a Bill, the Commissioners will set the date, time and place to conduct a public hearing on the proposed Bill. The public hearing allows input from the public related to the Bill.
- 5) After the public hearing, the Commissioners will determine if the Bill will move forward to a follow-up work session and vote on the Bill. The proposal submitter will be notified by the Commissioners in writing of the outcome of the Commissioners' vote.

4. **ANNOTATED CODE OF MARYLAND (STATE LAWS)**

A) SUBMISSION

- 1) The County Commissioners invite citizens to submit proposals or suggestions for revisions or amendments to existing State law in the Fall of each year. Citizens may submit written proposals to the Office of the County Attorney, P.O. Box 2150, La Plata, Maryland 20646.
- 2) All submissions should include a clear and concise statement of intent stating what the proposal is designed to accomplish, a statement of rationale, not to exceed 200 words in length, and list the name and primary contact information of the submitter.

B) LEGISLATIVE PROCESS

- 1) Each proposal which requires enactment by the General Assembly in Annapolis will be included in a preliminary package and presented to the County Commissioners at a public hearing scheduled in November.
- 2) Proposal submitters are asked to attend the public hearing to offer a brief synopsis of the nature of the proposal and answer any questions those in attendance may have.

C) SPONSORSHIP

- 1) Following the public hearing, the Commissioners will conduct work session(s) to review all of the proposals and decide which proposals they will sponsor and include in the Charles County Commissioners' annual General Assembly Legislative Package and forwarded to the Charles County Delegation for their consideration.
- 2) If it is determined that the proposal is applicable to a local public law or zoning ordinance rather than a state law, the submitter will be notified by the Commissioners in writing that the proposal will be reviewed by the County Commissioners' for possible sponsorship and processing through the County's Code Home Rule process as outlined in Section 3 above; or that they must submit an application for a zoning text amendment as outlined in Section 5.
- 3) All proposal submitters will be notified by the Commissioners in writing of the Commissioners' decision with respect to their proposal.

5. **CHARLES COUNTY ZONING ORDINANCE AMENDMENTS**

A) SUBMISSION/APPLICATON

- 1) Citizens seeking an amendment to the Charles County Zoning Ordinance may make application for a zoning amendment, throughout the year, through the Planning Division of the Charles County Department of Planning & Growth Management, P.O. Box 2150, La Plata, Maryland 20646; telephone number: 301/645-0540.
- 2) Planning staff will assist applicants with the application process and the applicable fee(s) for the proposed amendment; and conduct an initial review of the application.

B) PLANNING COMMISSION PROCESS/RECOMMENDATION TO COMMISSIONERS

- 1) Planning staff will then forward the zoning amendment application to the Charles County Planning Commission for: 1) a public meeting, 2) work session, and 3) recommendation on the proposed amendment to the County Commissioners.

C) LEGISLATIVE PROCESS

- 1) Upon completion of the Planning Commission's process, the County Commissioners will conduct a public hearing, follow up work session, if necessary, and ultimate vote on the proposed zoning amendment.
- 2) Planning staff will notify the applicant and the Planning Commission of the outcome of the proposed amendment.

6. DISCLAIMER

This document is intended only to provide guidelines for submission of legislative proposals and may be modified or revised from time to time at the discretion of the County Commissioners of Charles County, Maryland.

For further information and/or assistance please contact the County Commissioners' Office at: 301-870-3000.

Approved this 20th day of October, 2009.

COUNTY COMMISSIONERS OF
CHARLES COUNTY, MARYLAND



Wayne Cooper, President



Edith J. Patterson, Vice President



Reuben B. Collins, II

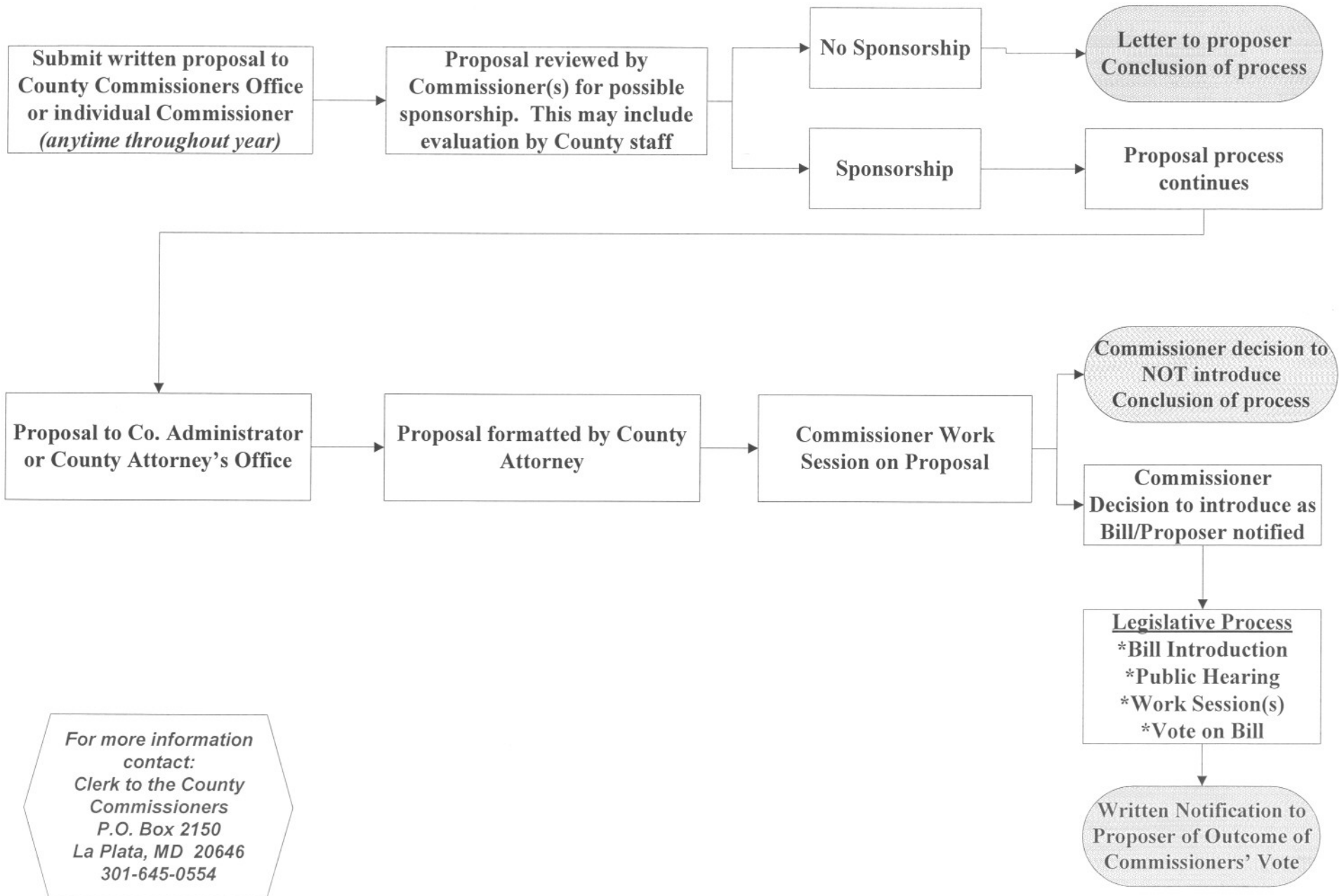


Samuel N. Graves, Jr.

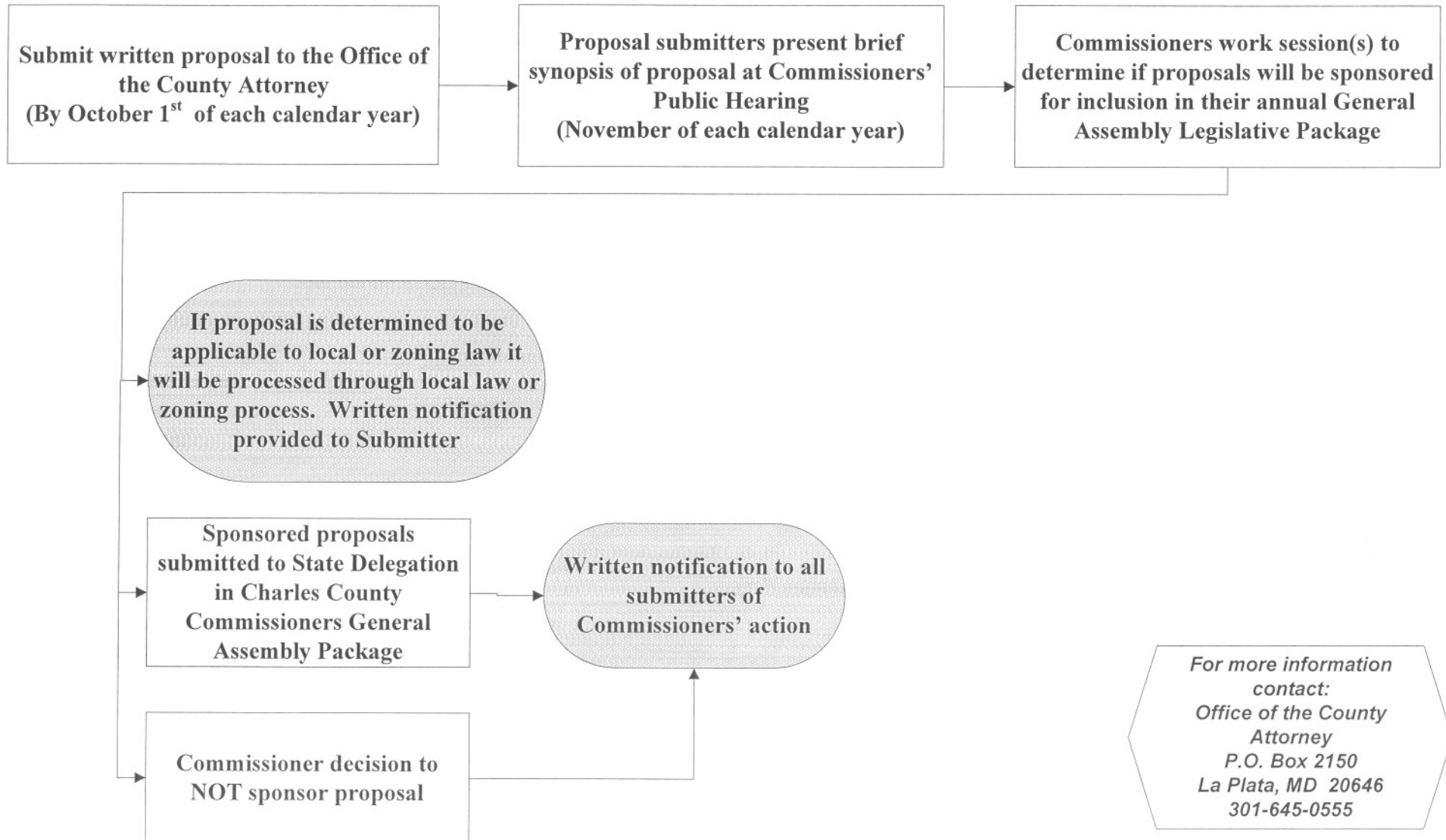


Gary V. Hodge

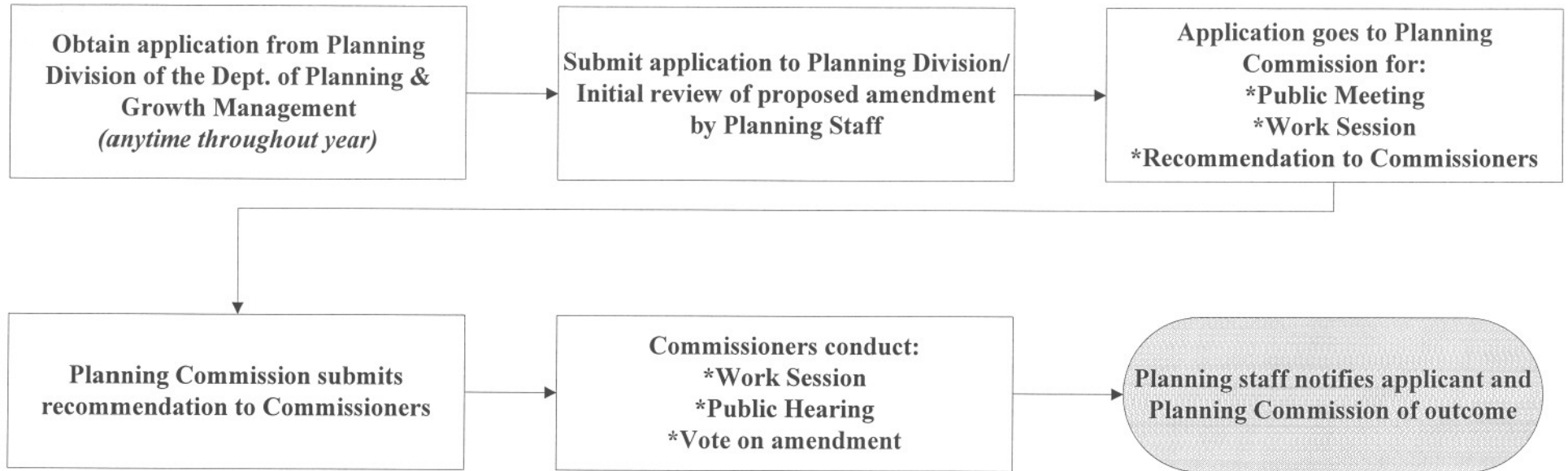
LEGISLATIVE PROPOSAL PROCESS
CODE OF CHARLES COUNTY (PUBLIC LOCAL LAWS)
(Section 3 of Written Process)



LEGISLATIVE PROPOSAL PROCESS
ANNOTATED CODE OF MARYLAND (STATE LAWS)
(Section 4 of Written Process)



LEGISLATIVE PROPOSAL PROCESS
CHARLES COUNTY ZONING ORDINANCE AMENDMENTS
(Section 5 of Written Process)



For more information contact:
Charles County Planning &
Growth Management –
Planning Division
P.O. Box 2150
La Plata, MD 20646
301-645-0540